

Charitable Solicitation Licensing Frequently Asked Questions for Fund-Raising Consultants

1. How do I know if what I do makes me a Fund-Raising Consultant?

You are a Fund-Raising Consultant if you:

1. Have an agreement with a charity or sponsor , and
2. It's for a fixed rate or a fee, and
3. The agreement is in writing, and
4. Under the agreement you help the charity solicit donations by:
 - Planning or
 - Managing or
 - Conducting or
 - Consulting or
 - Preparing written materials.

You are **NOT** a Fund-Raising Consultant if you are a Solicitor. A Solicitor is someone who:

- Asks people or businesses for donations or
- Hires or recruits someone else to ask for donations or
- Has custody of the donations at some point in time or
- Has control of the donations at some point in time.

2. What makes someone a Solicitor?

You are a solicitor if:

1. You're paid, and
2. You're not a Fund-Raising Consultant, and
3. You either:
 - a. Perform a service to solicit donations for a charity or charity sponsor.
 - b. Do any of these things related to a solicitation for a charity or sponsor:
 - * Plan or
 - * Manage or
 - * Conduct or
 - * Consult.

If you are not sure if what you do means you're a Solicitor or a Fund-Raising Consultant, [Contact Us](#).

So, I think I am a Fund-Raising Consultant. How do I apply for a Fund-Raising Consultant license?

To apply for a license, you need to:

1. Complete a [Fundraising Consultant Application Form](#);
2. Gather all documents the application asks you for.
3. Mail everything to us:
 - The completed application form;
 - All the documents the form asks for;
 - The [fee](#) for a license.

4. I have a Fund-Raising Consultant license. I want to provide Solicitor services too. Does my license cover that or do I need to get a Solicitor license?

Yes. You have to get a Solicitor license. A licensed fund-raising consultant may not act as a Solicitor without a Solicitor license. Click here for more information about [Solicitors](#).

5. Can I file my application on-line?

No, you can't file your application on line.

6. How much is the fee for a Fund-Raising Consultant's license?

The fee is \$200 a year.

7. How long does my license last?

A Fund-Raising consultant license is valid for one year. Your license expires on March 31st of each year and you must renew on or before March 31st to stay in current status.

8. Can I get an extension if I can't get my renewal form in by March 31st?

No. There are no extensions available for Fund-Raising Consultant license renewals.

9. I didn't renew my license by March 31st. Are you going to charge me a late fee?

No. But, if don't get your license renewed by March 31st and you act as a Fund-Raising Consultant while your license is expired, you violate the law. We can investigate and impose penalties for acting as an Fund-Raising Consultant without a current license.

10. I'm going to apply for a Fund-Raising Consultant's license. How long will it take you to approve my license?

Within 10 days after we receive your application for a license, we'll do one of 3 things:

- We'll approve the application OR
- We'll deny the application OR
- We will ask you for more information.

If we ask for more information, we'll send you a certified letter or we'll e-mail or call you. You do not have a license until it is issued by us. You will receive a copy of your license in the mail. You may also access a copy of your license through our [Search Registry](#).

11. If my application for a license is denied, can I appeal?

Yes. The letter denying the application will tell you what you need to do if you want to appeal. Read the letter carefully. You only have 7 days to appeal. Click here for more information.

12. How will I know if you've approved my application or not?

We'll mail you a license if we approve your application. We mail it to the person whose name you put on the application. We send it to the mailing address you put on the application.

You can also [Search Our Registry](#) at any time to check the status of your application.

If you don't find it, that doesn't mean we haven't approved it. It may just mean we haven't processed it yet. **You are not licensed until we issue the official license.**

13. After I get my license will I need to file anything else with you?

YES! Fund-Raising Consultants are required to file with CSL copies of all contracts between you and your charity or sponsor clients. You must also include the [Fundraising Consultant Contract Checklist](#) with each contract submitted.

14. When do I have to file copies of the contracts with you?

You have to file the copies of the contracts at least 5 days before any business is conducted under the contract.

15. I know someone who's a Fund-Raising Consultant but doesn't have a License. What can I do?

You can:

1. [Search Our Registry](#) to see if they have a license. When you check, remember we do issue licenses in the official, legal name or a person or organization. So, if the name they're using is a "doing business as" or d/b/a name, you may not find that name when you search our website.
2. Bear in mind that licensed Solicitors can also act as Fund-Raising Consultants. So, if you verify someone's has a current license as a Solicitor, then they do have the legal right to also act as a Fund-Raising Consultant, so long as their Solicitor license is current.
3. If after doing a search you do not see that the person or business has a license, you should submit a complaint to us. Complete our and send it to us with any supporting documents that you think would be helpful. If you do submit a complaint, it is a public record.

16. Are there any other things I need to be aware of as a Fund-Raising Consultant?

Yes. There are some other things you have to do and some things you can't do.

You have to notify us of changes in any information on documents you file with us. You have to let us know **within 7 days**.

There are some things you can't do as a Fund-Raising Consultant. For example, you can't:

- Enter into a contract unless you have a current license.
- Prepare materials for the charity that misrepresent things like how much money the charity will get from the solicitation.

If you're not sure if you can do something, please [contact us](#) and ask.

How do I contact CSL?

By Phone:

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888-830-4989 (NC Residents Only)

By Fax:

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By Email:

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